

DELAWARE STATE
CLEARINGHOUSE
COMMITTEE

This is the first issue of the Clearinghouse newsletter. The newsletter will be distributed quarterly. It will provide information and tips regarding the Clearinghouse and FFATA. Please contact [Casey Oravez](#) if there are any issues you would like addressed in future newsletters.

**MEETING
INFORMATION:**

- **September:**
Monday, September 24, 2012 at 10am in Legislative Hall
- **October:** Tuesday, October 30, 2012 at 10am in Legislative Hall

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Clearinghouse Fun Facts

In State Fiscal Year 1976, the Delaware General Assembly established the Delaware State Clearinghouse Committee (DSCC) for the purpose of reviewing requests for federal assistance. The DSCC membership and responsibilities became law in State Fiscal Year 1982 when Delaware Code Title 29, Chapter 76 was signed.

In Federal Fiscal Year 1982, the Intergovernmental Review of Federal Programs was instituted through Executive Order 12372. This process established a Single Point of Contact to coordinate and review proposed federal financial assistance. The Office of Management and Budget is the designated entity for the State of Delaware.



REMINDER

The Clearinghouse training that was held in the Spring of 2012 included information regarding submitting State Application Identifier Requests three months prior to the Clearinghouse meeting. The Due Dates Table below reflects the three month timeline beginning in November.

PURCHASE ORDERS

All Purchase Orders (PO) that include grant appropriation lines must be closed prior to the end of the grant period in First State Financials. Closing the PO after the grant end date causes a budget error in First State Financials. It is important that you utilize the 90-day close out period to ensure all aspects of the grant process (including closing of PO's) are complete.

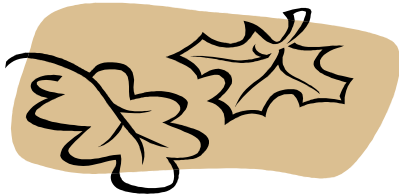
Due Dates

The table below explains when grants are scheduled for Clearinghouse meetings.

If your SAI request is submitted to OMB in:	The grant packet is due by:	And the grant will be scheduled for:
September	October 12, 2012	November
October	November 9, 2012	January
November	December 14, 2012	February
December	January 11, 2013	March
January	February 8, 2013	April
February	March 8, 2013	May
March	April 12, 2013	June

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OMB_FM@state.de.us

Send grant packets to:
OMB_Clearinghouse@state.de.us

TRAINING

Clearinghouse training is available for employees who are new to the Clearinghouse process. Contact Casey Oravez at Catherine.oravez@state.de.us to schedule a training session. The most current Clearinghouse training presentation can also be found on the Clearinghouse website.

GRANT PACKETS

Remember the following when submitting grant packets:

- All packets must include a Director's Overview.
- When emailing the grant packet, include the OMB SAI# in the email subject line.
- Only submit one grant packet per email.



FFATA OVERVIEW

Delaware state agencies receiving federal awards are subject to reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA). This act, signed in 2006 and made operational for prime recipients of federal awards in 2010, provides additional transparency on the award and expenditure of federal funds.

Under FFATA, prime awardees must report data on first-tier sub-awards over \$25K. This data includes such items as the amount of the sub-award, award title, location of the sub-awardees, place of performance, sub-award number and total compensation and names of top five executives of the sub-awardees if applicable.

Delaware is using a decentralized reporting structure. As prime

awardees, each agency is responsible for reporting on their applicable sub-awardees information. Training sessions on FFATA implementation and guidance were held in Spring of 2012 with more than 200 people attending the sessions. OMB will continue to offer training upon request; as well as monitoring federal developments and guidance.

A dedicated website has been established for FFATA guidance and information:

http://budget.delaware.gov/ffata/ffata_reporting.shtml

Should you have any questions, or need training on FFATA compliance, please contact Bert Scoglietti at Robert.scoglietti@state.de.us or Casey Oravez at Catherine.oravez@state.de.us.

FM's

Remember the following when processing Federal Aid Masters (FMs):

- The SAI number on the form should always be the OMB SAI number.
- There should not be an amount in the GR_G_REV line.
- The "Prepared By" and "Approved By" areas should be completed.
- The FSF notification will be emailed to the email address on the FM.
- Back-up documentation is required for all FMs.
- FMs should be submitted in separate emails.